

SECRET

24 SEP 1981

COMPT 81-12

Executive Re

81-524

DDA/Regist

81-204

MEMORANDUM FOR: Deputy Director of Central Intelligence

THROUGH : Comptroller

FROM : James N. Glerum  
Director of Personnel

SUBJECT : Resource Requirement for Increased Agency Recruitment

1. Action Requested: That you authorize the Offices of Personnel, Medical Services, and Security to staff at over-strength levels in FY82 against the recruitment and processing of applicants to bring the Agency on-duty strength to the increased FY82 and proposed FY83 personnel ceilings, and that you also approve additional funds for the increased recruitment effort. (U)
2. To meet our ceiling needs for this and the next two fiscal years, a sizable increase in new employees is required.

<u>FY</u>	<u>Ceiling Increase</u>	<u>New Employees</u>
1981	<div style="border: 1px solid black; width: 300px; height: 50px;"></div>	25X1
1982		
1983		

To meet this increase in recruitment and processing and to maintain the higher Agency ceiling level against a projected 7% attrition, we will need additional permanent staff plus temporary authority to go over strength.

(S)

### 3. Office of Personnel

To date, OP has added ☐ people over the FY81 ceiling to expand and accelerate the applicant recruitment and processing systems. No additional recruitment positions are included in the FY82 budget. At the peak of the recruitment surge in FY82, the over-ceiling requirement will increase to ☐ of the additional ☐ positions are in the proposed FY83 budget package and we plan to reassess the need for additional personnel based on the results of our earlier recruitment efforts and anticipated greater efficiency that could reduce our manpower needs.

WARNING NOTICE  
SENSITIVE INTELLIGENCE SOURCES  
AND METHODS INVOLVED

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OP positions dedicated to recruitment and processing:

<u>1981 Authorized</u>	<u>Current Staffing</u>	<u>1982 Needed</u>	<u>1983 Program</u>	<u>1983 Needed</u>
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25X1

OP shortfalls in non-personal services are as follows:

	<u>1981 Estimate</u>	<u>1982 Need</u>		<u>1982 Budget</u>	<u>1982 Shortfall</u>		<u>1983 Program</u>
		<u>Low</u>	<u>High</u>		<u>Low</u>	<u>High</u>	

Advertising

Invitee  
Travel

Recruiter  
Travel &  
Misc Exp

25X1

The estimated shortfall of funds for FY82 is based on the hiring cost of new employees for FY81 against the increased recruitment for FY82. The lower estimated cost for invitee travel and recruiter travel is based on a possible reduction in applicant travel resulting from improved up-front screening plus a 30% savings in air travel to be achieved by using new low rates available between certain cities. (S)

#### 4. Office of Medical Services

In order to meet the additional psychological testing and psychiatric evaluation requirements, OMS expects that it will need to exceed ceiling by [ ] in FY82 pending approval of their FY83 enhancement. When the increased requirements are met, OMS plans to retain [ ] positions on a permanent basis in order to provide future support for Validation Assessment studies and for DDO operations.

OMS positions dedicated to applicant processing:

<u>1981 Authorized</u>	<u>Current Staffing</u>	<u>1982 Needed</u>	<u>1983 Program</u>	<u>1983 Needed</u>
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OMS shortfalls in non-personal services funds are as follows:

	<u>1981</u> <u>Estimate</u>	<u>1982</u> <u>Need</u>	<u>1982</u> <u>Budget</u>	<u>1982</u> <u>Shortfall</u>	<u>1983</u> <u>Program</u>
Contract Services	<div style="border: 1px solid black; height: 60px; width: 100%;"></div>				
Supplies & Equipment (S)					

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5. Office of Security

The Office of Security anticipates a need to exceed ceiling by  positions until their FY83 budget increase of  positions becomes effective. OS anticipates shifting this additional staff at a later date to enhancement of their reinvestigative program that has chronically become shortchanged by other resource requirements.

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OS positions dedicated to the applicant process:

<u>1981</u> <u>Authorized</u>	<u>Current</u> <u>Staffing</u>	<u>1982</u> <u>Needed</u>	<u>1983</u> <u>Program</u>	<u>1983</u> <u>Needed</u>
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The OS shortfall in non-personal services is as follows:

<u>1981</u> <u>Estimate</u>	<u>1982</u> <u>Need</u>	<u>1982</u> <u>Budget</u>	<u>1982</u> <u>Shortfall</u>	<u>1983</u> <u>Program</u>
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Investigator Travel (S)	<div style="border: 1px solid black; height: 30px; width: 100%;"></div>			

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6. In summary, the Offices of Personnel, Medical Services, and Security require over-ceiling authority and additional financial resources to fulfill anticipated recruitment requirements for FY82 and FY83. (U)

7. Recommendation: It is recommended that you approve the aggregate over-strength levels of  for FY82 and that you authorize the Comptroller to reprogram funds of  for FY82 to meet the build-up of Agency staffing. (S)

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7/ James N. Glerum

James N. Glerum

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SUBJECT: Resource Requirement for Increased Agency  
Recruitment

APPROVED:

Deputy Director of Central Intelligence

Date

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